



# Searching for Documents in DAWSON

## How to Search in DAWSON

You can search for documents containing specific keywords and/or phrases in DAWSON. Your results may include documents that contain the specified keywords/phrases in the document contents or title, or as part of the document header (including case captions).

### Find Exact Phrases

You can search for an exact phrase by entering the phrase inside quotes. This will retrieve only documents that contain that exact phrase in the order entered.

Example:

“lack of jurisdiction”

A search for **“lack of jurisdiction”** will return only documents that contain the exact phrase **lack of jurisdiction**. It will not return documents with those words in any other order.

### Use Connectors with Keywords/Phrases

DAWSON currently supports searching using basic connectors **AND** or **OR** using specific characters. You can use these connectors in combination with exact match searches and the other available search criteria.

In order to use connectors, you must use the identified characters to build your search query. DAWSON will treat the words **and** or **or** as part of any exact phrase searches.

#### AND (+)

Use the + (plus character) to combine two or more keywords or phrases in your search query.

Example:

“innocent spouse” + relief

A search for **“innocent spouse” + relief** will return only documents that contain both the phrase **“innocent spouse”** and the keyword **relief**. Documents without all identified keywords/phrases will not be returned.

#### OR (|)

Use the | (**pipe character**) to find documents containing one or more of the keywords or phrases. *(The pipe character (|) is usually located above the backslash (\) on your keyboard.)*

Example:

“innocent spouse” | relief

A search for **“innocent spouse” | relief** will return documents that contain either the phrase **“innocent spouse”** or the keyword **relief**. Documents containing both keywords will also return in this search.

**i** Note: The characters + (AND) and | (OR) used within quotes will be ignored and will not be used as connectors.

### Find Documents by Case(s)

You can search for documents within a specific case or cases by entering either a docket number, case title, or petitioner name.

#### Search by Docket Number

Enter a docket number, with or without the suffix, to find documents within that case. You can only search by a single docket number at a time.

#### Search by Case Title/Petitioner Name

If you don’t have a docket number or want to search for documents within multiple cases, you can search using the Case Title/Petitioner Name.

Exact phrases, and (+), and or(|) functions can also be used when searching by Case Title/Petitioner Name.

Example:

“John Doe” | “Jane Doe”

A search for **“John Doe” | “Jane Doe”** will return documents in cases with case title/petitioner name of either John Doe or Jane Doe.